

Job Title

Sr. Commercial Executive [Export-Import] (For a Reputed Garments Factory)

Job description

A Reputed Garments factory is looking for Sr. Commercial Executive [Export-Import]

Job Description / Responsibility

- Prepare and verify all export commercial documentation (Invoice, Packing List, EXP, BL/AWB, Certificate of Origin, GSP, SAFTA, REX, EPB documentation).
- Follow up on export documentation acceptance and export proceeds realization.
- Liaise with buyers, freight forwarders, shipping lines, and C&F agents for timely shipments.
- Submit documents to Bank (BL, FCR, TT and LC documents Collection TT, LC, other documents from Bank).
- Manage compliance with Bangladesh Bank export regulations and customs requirements.
- Process import documentation, LC opening, amendments, and settlement with banks under Bangladesh Bank import policy.
- Ensure accuracy of Bills of Lading and other shipping documents; collect originals as needed.
- Coordinate customs clearance and release of imported raw materials, trims, and machinery parts.
- Process and issue Utilization Declarations (UD) through the online systems of BGMEA and BKMEA.
- Maintain accurate records of import costs, duties, and taxes for commercial reporting.
- Coordinate with suppliers, freight forwarders, and internal departments to ensure on-time delivery of imports.
- Handle LC documentation and negotiation with banks for export and import transactions.
- Ensure compliance with Bangladesh Bank, customs, BGMEA/BKMEA guidelines, and relevant trade regulations.
- Prepare periodic commercial reports and MIS on export/import status for management review.
- Maintain accurate filing and record-keeping of all export and import documents.
- Follow up Import related activities. Knowledge of Cash Incentive.
- Handle PI finalization and follow-up with suppliers.
- Ensure data accuracy in ERP/commercial systems.
- All Import & Export related work.
- Assist in internal/external audits related to commercial operations
- Any other tasks assigned by Management.

Educational Requirements:

- * Bachelor of Business Administration (BBA)
- * Bachelor of Commerce (BCom)
- * BBA, B.com or BA, Major in - Accounting, Finance, Management, Supply Chain, Marketing, International Business.
- * Master of Business Administration (MBA)

Experience Requirements:

- *At least 3-5 year(s)
- *The applicants should have experience in the following business area(s):
Garments Industry(Knit)

Additional Requirements:

- *Age: 28 to 40 years
- * Export-Import Management
- * Customs & Bond Management
- * Supply chain Management
- * VAT & Taxation Management
- * Must have fluency in English
- * Strong communication and interpersonal skills.
- * Ability to manage multiple tasks and meet deadlines.
- * The incumbent should be dynamic and have good personality.
- * Must have proficiency in ERP systems.

Compensation & Other Benefits

Salary Range: 40-50k

T/A

Mobile bill

Medical allowance

Partially subsidize lunch

2 Festival bonus

Yearly salary review

Other admissible benefits as per company policy.

Job Location

Mawna, Sreepur, Gazipur.

Interested candidates are requested to send their updated CV to (hr1@axisknit.com) (Please mention the position name in the subject line)